



# Instructions for Completing Tobacco Stamp Order on Taxpayer Access Point (TAP)

## 20 Cigarettes

### Fuson (30,000 per Roll)

**Quantity**-Enter the number of Fuson rolls.

**Face Value** is the number of stamps (number of rolls multiplied by 30,000) at \$0.68 per stamp.

### Heat (150 per Sheet)

**Quantity**-Enter the number of heat sheets.

**Face Value** is the number of stamps (number of sheets multiplied by 150) at \$0.68 per stamp.

## 25 Cigarettes

### Heat (150 per Sheet)

**Quantity**-Enter the number of heat sheets.

**Face Value** is the number of stamps (number of sheets multiplied by 150) at \$0.85 per stamp.

## Computation

**Total Face Value** is the sum of the **Face Value** from each section (Fuson, Heat-20 Cigarettes, & Heat-25 Cigarettes)

The **Discounted Amount** is the **Face Value** less a 4.65% discount.

Select **"Submit"**. Your password serves as your signature. By entering your password you are declaring that the return is true, correct, and complete.

You will receive a confirmation number related to your request to file the return.

### Payment:

Select "Schedule a Payment Now" after submitting the return.

If a bank account is not saved to this account, enter the bank account type (checking or savings). Enter the Routing Number and Account Number.

You have the option to save the bank information so that you will not have to re-enter the information when you make the next payment.

The payment date defaults to the current date. You cannot select a past date; however, you have the ability to choose a future date.



The stamp order will not be processed until payment is received/scheduled. For bonded taxpayers, if the bond covers this and any other outstanding invoices, the order will be processed.

Click **"Submit"**. You are required to enter your password to confirm your payment request.

You will receive a confirmation number along

with a summary of the payment request.

### Other Payment Options:

✓ **ACH Credit**-If you wish to submit payments by ACH credit through your financial institution, contact us at [eftunit@dor.ms.gov](mailto:eftunit@dor.ms.gov) and request ACH credit payment instructions.

✓ **Credit Card or Electronic Check**-You may pay by credit card or electronic check on [www.officialpayments.com](http://www.officialpayments.com). There is an additional fee charged by Official Payments. Mississippi's jurisdiction code is 3400.

### OOPS!

If you make a mistake when submitting this order or making a payment, you can withdraw the order or payment as long as the request is still pending.

### Change of address:

You can change addresses on file with the Department of Revenue through TAP. From the Home screen you may edit the mailing and/or physical address for the business. In the Tobacco Excise Tax account, you may add/change the address specific to this account.